



**CITY OF LEON VALLEY
CITY COUNCIL SPECIAL AND REGULAR MEETING**

Leon Valley Conference Center
6421 Evers Road, Leon Valley, Texas 78238
Tuesday, November 17, 2015

MINUTES

The City Council of the City of Leon Valley, Texas met on the 17th day of November, 2015 at the Leon Valley Conference Center located at 6421 Evers Road, Leon Valley, Texas for the purpose of the following business:

SPECIAL CITY COUNCIL MEETING

Mayor Riley called the Special City Council Meeting to order at 5:40 p.m.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Carmen Sanchez, Monica Alcocer, Benny Martinez and David Jordan.

Also in attendance were:

City Manager Kelly Kuentler, ACM/HR Director Crystal Caldera and City Secretary Sandra Passailaigue.

The City Council shall meet in Executive Session under Texas Local Government Code §551.074 *Personnel Matters* to conduct and discuss the following interviews:

- **City of Leon Valley Economic Development Corporation Board:**
 - **5:40 p.m. – Manuel Rubio**
 - **6:00 p.m. – Michael McCarley**

The City Council went into Executive Session at 5:41 p.m.

Reconvene into Open Session and take action on issues discussed in Executive Session if necessary.

The City Council reconvened into Open Session at 7:00 p.m. No action was taken.

Adjournment

Mayor Riley announced the meeting adjourned at 7:00 p.m.

REGULAR CITY COUNCIL MEETING

Mayor Riley called the Regular City Council Meeting to order at 7:01 p.m. and asked Council Member Carmen Sanchez to lead the Pledge of Allegiance.

Mayor Riley asked that the minutes reflect that the following members of City Council were present: Council Members David Edwards, Carmen Sanchez, Monica Alcocer, Benny Martinez and David Jordan.

Also in attendance were:

City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Sandra Passailaigue, City Attorney Patrick Bernal, Fire Chief Luiz Valdez, Police Chief Randall Wallace, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, Economic Development Director Claudia Mora, Community Development Director Elizabeth Carol and Communication Director Darrick Green.

Citizens to Be Heard and Time for Objections to the Consent Agenda.

Mayor Riley asked if any of the Council Members wished to pull any item from the Consent Agenda for discussion. There being no item pulled the Mayor proceeded to citizens to be heard.

- Roger Christiansen, Chairman of the Park Commission, reported that overall the Park Commission finds Raymond Rimkus grounds and facilities are in good condition.

There being no further citizen comments, Mayor Riley moved to the consent agenda.

CONSENT AGENDA

Approval of City Council Minutes. (S. Passailaigue)

a) September 15, 2015 Special/Joint/Regular City Council Meeting

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to approve Consent Agenda Item #7 (September 15, 2015 City Council Minutes) as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

REGULAR AGENDA

Presentation by Jess Swaim, P.E. of IDS Engineering Group on the Evers Road Huebner Creek Bridge.

Jess Swaim, P.E. and Jeff Cantu of IDS Engineering Group gave a presentation on the proposed Evers Road Huebner Creek Bridge project.

Mr. Swaim's recommendation is to a) replace the existing arched pipes with 10-10ftx6ft boxes (Option 1); b) reduce channel bottom construction to avoid potential wetland area; and c) full road closure to reduce time and cost.

- Lyn Joseph, 6423 Trotter, spoke about the disturbance of the wetlands.
- Olen Yarnell, 7230 Sulky Ln., asked about the existing corrugated metal pipe being blocked and its overall condition.
- Al Uvietta, 6923 Sunlight Dr., spoke about the current flow of the water as it goes over the bridge verses the flow if the improvements are done.

City Attorney Patrick Bernal asked Mr. Swaim if his group had run an ACE HECK-RAS ANALYSIS and Mr. Swaim responded that yes that had.

Discussion and possible action on a design for the Evers Road Huebner Creek Bridge and authorize the City Manager to submit an application to the Alamo Area Metropolitan Planning Organization (MPO) for possible funding of the reconstruction of the bridge. M&C #2015-11-17-01 (M. Moritz)

Public Works Director Melinda Moritz presented this item to request City Council consideration of a design for the Evers Road Huebner Creek Bridge and to authorize the City Manager to submit an application to the MPO for possible funding of the reconstruction of the bridge. The new design effort establishes a bridge crossing that will allow for greater frequency storm event to pass under Evers Road on Huebner Creek. If approved, this design will be submitted to the MPO by December 1, 2015 for their FY 2017-2020 Surface Transportation Program – Metropolitan Mobility (STP-MM) Call for Projects. Public Works Director Moritz continued to say that in August of 2015, the City Council approved funding for a detailed cost estimate for a new bridge across Huebner Creek on Evers Road, to be submitted to the MPO for possible funding. The preliminary design has been completed and is now being presented by IDS Engineering, Inc. to the City Council for approval, in the form of two options. The application must be submitted to the MPO by the December 1, 2015 deadline. If approved by the MPO, the City would be responsible for paying 100% of the engineering costs and 20% of the construction costs. The MPO expects to announce their approval of projects by April 1, 2016. If the project is not funded by the MPO, the City will have to consider other funding mechanisms to repair the bridge, as it has deteriorated from the frequent flooding events.

The design and preliminary engineering were funded in FY 2015 at \$76,000.

Option	Const. Cost	City Portion	MPO Portion	Eng. Cost
Option #1	\$1,981,000	\$396,200	\$1,584,800	\$201,600
Option #2	\$2,237,000	\$447,400	\$1,789,600	\$221,700

Option #1 City total cost is \$597,800 and Option #2 City total cost is \$669,100.

Staff is recommending approval of Option #1 as the new design of the Evers Road Huebner Creek Bridge and to authorize the City Manager to submit an application to the MPO for possible funding the construction of the bridge.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Jordan, to authorize the City Manager to submit the application to the Metropolitan Planning Organization (MPO) for Option 1 with bridge crossing. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion on the Proposed Silo Park Development. M&C #2015-11-17-02 (M. Moritz)

Public Works Director Melinda Moritz gave a presentation on the Proposed Silo Park Development which included a timeline of events.

No action was taken.

Discussion and possible action on the development of an applicant, or authorized agent, attendance policy for all variances, appeals, and/or exceptions considered by the City Council. M&C #2015-11-17-03 (E. Carol)

Community Development Director Elizabeth Carol presented this item to provide an open and transparent public hearing process, applicants, or their authorized agents, who have requested a variance, appeal and/or exception from Leon Valley Code of Ordinance, should attend the City Council meeting. This is to ensure that the applicant is available during City Council discussion to respond to any questions or issues regarding their case. The new policy would state "The applicant, or authorized agent, must be present at the hearing to presents one's variance, appeal and/or exception. Otherwise, the City Council may deny or postpone the case." Community Development Director Carol concluded saying staff is recommending that the City Council adopt a policy requiring applicants, or their agents, attend City Council meetings.

A motion was made by Council Member Benny Martinez and seconded by Council Member Carmen Sanchez, to accept this policy. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Performance Measures. M&C #2015-11-17-04 (C. Mora)

Economic Development Corporation Director Claudia Mora presented the item in response to the City Council direction to the City of Leon Valley Economic Development Corporation (CoLVEDC) Board of Directors to develop performance measures to coincide with their proposed FY 2015-2016 budget. At their meeting on November 12th, the LVEDC Board of Directors approved the set of performance measures to be presented to City Council for their approval. At future Board meetings, the LVEDC plans to enhance the performance measures with objectives to be carried out during the fiscal year. CoLVEDC Director Mora presented these performance measures: 1. Develop, finance and implement an LVEDC economic development plan; 2. Develop and submit quarterly and annual LVEDC status reports to the City Council; 3. Develop and submit annual LVEDC budget to City Council; 4. Monitor legislation and legislative proposals which could impact economic development; 5 Recruit new businesses and industries; and 6. Retain existing businesses and industries.

There was a discussion following the presentation.

A motion was made by Council Member David Jordan and seconded by Council Member Carmen Sanchez, to approve the Performance Measurement along with the City Manager's recommendation to approve the measures as they are with the exception of providing the board meeting minutes are made available within thirty (30) days of the meeting; and to amend Performance Measure #6 to make contact with percentage of twenty-five (25%) with existing businesses. Upon a unanimous vote, Mayor Riley announced the motion carried.

Presentation, discussion and possible action on the City of Leon Valley Economic Development Corporation (LVEDC) Proposed Fiscal Year 2015-2016 Budget. M&C #2015-11-17-05 (C. Mora)

Economic Development Corporation Director Claudia Mora presented the Proposed CoLVEDC budget for a sixty (60) day Fiscal Year 2015-2016 Budget.

A motion was made by Council Member Carmen Sanchez and seconded by Council Member David Jordan, to approve the Proposed CoLVEDC budget for a sixty (60) day Fiscal Year 2015-2016 Budget as presented. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action on a dispatch partnership. M&C #2015-11-17-06 (K. Kuenstler, L. Valdez and R. Wallace)

City Manager Kelly Kuenstler presented this item for Council consideration to improve service delivery for the First Responders and citizens alike, along with budget savings; the City has evaluated agencies that provide emergency dispatch operations. City Manager Kuenstler along with the Fire Chief and Police Chief met with representatives from the City of Helotes, City of Balcones Heights, and Bexar County as part of this evaluation. This service delivery would include receiving and dispatching emergency calls for police, fire, and emergency medical services. Discussions included an overview survey followed by scoring of services by staff to include technology, staffing, training, and other services specific to each jurisdiction. Using the criteria provided the rankings, in order, were the City of Helotes, Bexar County, and the City of Balcones Heights.

A motion was made by Council Member David Jordan and seconded by Council Member Monica Alcocer, to authorize the City Manager to begin negotiations for an agreement with the City of Helotes for emergency dispatch services. The City Council voted four (4) for and one (1) opposed with Council Member Benny Martinez casting the negative vote. Mayor Riley announced the motion carried.

City Manager Kuenstler said she would bring back a proposed agreement at the December 1st or December 15th City Council meeting for consideration.

Discussion and possible action on the creation of a Public Private Partnership Committee. M&C #2015-11-17-07 (K. Kuenstler)

City Manager Kuenstler presented the item saying that City Council, the Leon Valley Historical Society and some citizens of Leon Valley met on November 7th to review results of a survey from September whereby the potential development of a Public Private Partnership was discussed in an effort to preserve the Huebner Onion House and surrounding area. Also in an effort to transform the area into a museum to attract visitors and as an economic development project for the City. The survey results were very favorable towards the development of this idea. This item is for the consideration of appointment of a small Public Private Partnership Committee to draft suggestions for the City Council in an effort to steer the direction of the potential partnership; to be steered but with the direction of the Council. City Manager Kuenstler's recommendation of the formation of a five (5) or seven (7) member, Council appointed committee to study the Public Private Partnership and to assist in an effort to further develop the Public Private Partnership.

A motion was made by Council Member Monica Alcocer and seconded by Council Member Benny Martinez, to appoint Council Member Benny Martinez, City Manager Kelly Kuenstler, two (2) Leon Valley Historical Society (LVHS) Board Members to be picked by the LVHS Board and two (2) citizens, Larry Proffitt and Olen Yarnell to the Public Private Partnership Committee. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action authorizing the City Manager to develop a draft Memorandum of Understanding (MOU) for a Public Private Partnership between the City and the Leon Valley Historical Society. M&C #2015-11-17-08 (K. Kuenstler)

City Manager Kuenstler stated the initial formation of a Memorandum of Understanding between the City of Leon Valley and the Leon Valley Historical Society will not necessarily have a fiscal impact on the City of Leon Valley. The fiscal investment will be in the utilization of the City Manager's time in the drafting and development of a Memorandum of Understanding for presentation to the City Council and for citizen input. City Manager Kuenstler pointed out the connection with the City's Strategic Goals saying that the 2014 Update to the City of Leon Valley's 2010 Strategic Plan identified Economic Development as the first of seven major goals, with specific objectives being promoting business friendly practices; creating, reviewing & enforcing codes that impact economic development; promoting Leon Valley; creating & promoting a City Center and the reauthorization of street maintenance sales tax program. The development of a museum or tourist center at the Huebner Onion House location is in fact economic development and is in line with the 2010 Strategic Plan. City Manager Kuenstler's recommendation is that the City Council allows her to draft a Memorandum of Understanding between the Leon Valley City Council and the Leon Valley Historical Society for purposes of a baseline and discussion.

A motion was made by Council Member Benny Martinez and seconded by Council Member David Edwards, to allow City Manager Kelly Kuenstler to draft a Memorandum of Understanding between the Leon Valley City Council and the Leon Valley Historical Society for purposes of a baseline and discussion. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action on a Holiday Festival on December 13th. M&C #2015-11-17-09 (K. Kuenstler)

City Manager Kuenstler mentioned that this item is a follow up from the November 3rd City Council meeting and that she has negotiated new terms for the rescheduling of the 2015 Fall Festival that was cancelled due to rain. This is an effort to create a 2015 Holiday Festival in conjunction with the Beethoven Christmas Concert. City Manager Kuenstler is requesting that City Council allow her and the Community Development Director to proceed with the development of a 2015 Winter Festival in conjunction with MDLG & Associates. There should be no fiscal impact as the budget set aside for the 2015 Holiday Festival.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Edwards, to approve the Holiday Festival on December 13th to replace the Fall Festival and the funds from the Fall Festival be used for the Holiday Festival. Upon a unanimous vote, Mayor Riley announced the motion carried.

Discussion and possible action on the planning of the January 2016 Town Hall Meeting. M&C #2015-11-17-10 (K. Kuenstler)

City Manager Kuenstler mentioned that this item is to determine whether or not the City Council and the public want to have a moderator for the 2016 Town Hall Meeting. If the Council determines that a moderator is warranted then the City Manager Kuenstler recommends Dr. Francine Sanders Romero who is the Associate Dean with the University of Texas at San Antonio and who has acted as the Town Hall moderator for the City of San Antonio. City Manager Kuenstler is also seeking potential items of discussion for the Town Hall Meeting agenda so that a meaningful and responsive agenda may be created.

Mayor Riley said that VIA Transit has once again offered the “clickers” to allow citizens to vote on the items of discussion. Mayor Riley also strongly supported having a moderator. Mayor Riley and members of City Council asked that the following items be on the agenda: Public Private Partnership Committee presentation, Emergency Preparedness, Police Awareness, Forest Oaks Pool, Home Rule Charter, Leon Valley Public Library Five Year Strategic Plan, Evers Road Bridge update and Hike and Bike Trail Design. All other items of interest should be sent to the City Manager which she will bring back for consideration at the December 15th City Council meeting.

A motion was made by Council Member Monica Alcocer and seconded by Council Member David Jordan, to allow the City Manager to contract with Dr. Francine Sanders Romero as the moderator for the January 2016 Town Hall Meeting and to collect topics of discussion at said meeting and bring back to the December 15th Council meeting for review. Upon a unanimous vote, Mayor Riley announced the motion carried.

City Manager's Report:

- a) Department Reports
- b) Approved Minutes from Boards, Commissions and Committees
- c) Future Agenda Items:

- **Water and Sewer Rate Study**
- **Evers Road Sidewalk Funding**
- **Potential Park Ordinance Amendment –Variance Process**
- **Call of the May 2016 General Election**
- **Naming of rooms at the Leon Valley Public Library**

d) Upcoming Important Events:

- **City Closure, November 26th and 27th in observation of the Thanksgiving Holiday**
- **27th Annual Breakfast with Santa, Community Center, December 5th from 8:00 a.m. until 10:30 a.m.**
- **Holiday Tree Lighting Event, Community Center Grounds, December 7th from 6:30 p.m. until 8:30 p.m.**
- **Beethoven Christmas Concert, Community Center, December 13th at 2:30 p.m.**
- **Holiday Festival, Library and Community Center, December 13th**
- **Town Hall Meeting, Conference Center, January 23, 2016 from 8:30 a.m. until 12:30 p.m.**

City Manager Kuenstler reminded everyone of the upcoming agenda items as well as upcoming City events.

Citizens to be Heard.

- Belinda Ealy, Texas Recycling Day that was held on November 15th was a success.

Announcements by the Mayor and Council Members

Council Member Carmen Sanchez attended the Health, the Environment at the Harry B. Gonzales Convention Center where she said she learned so much.

Council Member Monica Alcocer thanked everyone for coming to the meeting tonight and for staying to the end.

Council Member Benny Martinez announced the next Leon Valley Area Chamber of Commerce meeting to be held on November 18th at Grady's Barbeque on Bandera.

Council Member David Jordan attended an event for Veterans Day at Leon Valley Elementary School on behalf of American Legion Post 336 and as a Leon Valley citizen.

Mayor Riley attended Career Day at Leon Valley Elementary School on November 13th and had a great time. Mayor Riley also said that she and City Manager Kuenstler met with TxDOT regarding improvement plans to Bandera Road and to set a meeting for stakeholders at the Leon Valley Community Center. More information on this meeting will be sent out as it develops. Lastly, Mayor Riley wished everyone a happy Thanksgiving.


Adjournment.

Mayor Riley announced the meeting adjourned at 10:51 p.m.

These minutes approved by the Leon Valley City Council on the 1st of December, 2015.

APPROVED


CHRIS RILEY
MAYOR

ATTEST: 
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

